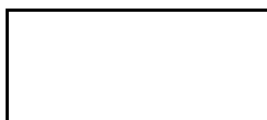18 AUG 1972

Acting Director of Personnel

5-E-56   Headquarters

Jabber -

We will have this subject again
in our Tuesday agenda next week.

STATINTL

John W. Coffey

Deputy Director for Support

7-D-26   Headquarters   STATINTL

DD/S:JWC:llc (18 August 1972)
Distribution:
 O - Addressee w/O DD/S 72-3271
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 1 - DD/S Subject w/att

DD/S 72-3271: Memo for AD/Pers frm DD/S subj: Honor and Merit Awards
  Background Material dtd 18 AUG 1972

DD/S 72-3271

18 AUG 1972

MEMORANDUM FOR: Acting Director of Personnel

SUBJECT   : Honor and Merit Awards Background Material

     1. At the Morning Meeting on 17 August the Director again devoted substantial time to the inadequacy of background notes provided to senior officers making award presentations. He had an unnamed case in hand to which he referred for "for instances". He speculated that within the components a relatively junior individual was given the responsibility of assembling the information but who will have had no contact with the awardee and no real knowledge about him. He instructed the Deputies to appoint one individual to be responsible for collecting and preparing this type information. The designee is to be able to know or ferret out facts from the entire career of the awardee. Mr. Colby noted that[   ]would be providing an additional point of oversight.

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     2. It is obviously important that the members of the Honor and Merit Awards Board be aware of this continuing deficiency and do within their Directorates what they can to help correct it. It is important that your people also view the materials critically against their own knowledge and continuity and being present at so many award ceremonies. If they or you have any specific recommendations or suggestions on this matter we would be pleased to have them.

(signed) John W. Coffey

John W. Coffey
Deputy Director
for Support

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